

Step 1 Guidance: Payment via the Online Store

Unless you are paying for your course fee with University of Essex Proficio funds (Essex PGR students only), you will need to complete payment using the IADS online store:

https://www1.essex.ac.uk/online_shop/conference/default.aspx?conference=analytics-and-data-science-summer-school-2019

1. Click the link to the web-shop and select your ticket based on whether you're attending one week or two weeks, your status of student/staff/other, and ensure the quantity is set to '1'.
2. Fill in the booking details, you do not need to add your dietary or disability requirements here, as we have already received this from you.
3. Click 'submit' to proceed to the next page, you will be able to review your purchase before completing at this stage
4. It will take you to a confirmation page, review your ticket selection and ensure you are happy with the card terms and conditions
5. Click 'pay now' to proceed to the card details page
6. Fill in your cardholder and card details, and click the green 'pay now' button

The screenshot shows the 'University of Essex conference' website. It features a navigation menu with 'HOME', 'ABOUT', 'CONTACT', 'ALUMNI', and 'BUSINESS'. The main content area is titled 'University of Essex conference' and 'Institute for Analytics and Data Science'. It includes a 'Book a place' section with a list of ticket options and their prices. Below this is a 'Booking' form with fields for 'Full name', 'Address Line 1-3', 'Postcode', 'Email address', 'Contact number', 'Job Title', and 'Organisation or sponsor'. A 'SUBMIT' button is at the bottom right.

The screenshot shows the 'University of Essex Online Payment System (The Webshop)'. It features a navigation menu with 'HOME', 'ABOUT', 'CONTACT', 'ALUMNI', and 'BUSINESS'. The main content area is titled 'University of Essex Online Payment System (The Webshop)'. It includes a 'You are ordering' section with a list of ticket options and their prices. Below this is a 'Total to pay' section and a 'Personal details' form with fields for 'Name', 'Address', 'Postcode', 'Job Title', 'Organisation or sponsor', and 'Special requirements'. A 'PAY NOW' button is at the bottom.

The screenshot shows the payment page. It features a navigation menu with 'HOME', 'ABOUT', 'CONTACT', 'ALUMNI', and 'BUSINESS'. The main content area is titled 'University of Essex' and 'You are about to make a payment of £850.00'. It includes a 'Please fill in the payment form below' section with three steps: '1 About the Cardholder', '2 About the Card', and '3 Confirm'. The 'About the Cardholder' step has fields for 'Name', 'Email Address', 'House Name or Number', and 'Postcode / ZIP code'. The 'About the Card' step has fields for 'Card Number', 'Security Number', 'Issue Number or preset', 'Start Date (if preset)', and 'Entry Date'. The 'Confirm' step has a 'Play Now' button. A 'Verified by VISA' logo is at the bottom right.

7. You should receive an email confirmation once you have made your payment. Please keep evidence of this for your records.

The payment process should now be complete.

Please also note: as reflected in the fees table, prices for the Summer School increase on 10 June for standard registration, and 8 July for late registration. The rate you are charged is based on the time that you complete the payment process, not at the time that you were accepted a place onto the Summer School.

If you specifically require payment via an invoice, please contact Shaaba Lotun using the email address below.

If you have any issues with payment, please contact Shaaba Lotun at iadssum@essex.ac.uk

Step 1 Guidance: Payment via the Proficio Platform (1/2)

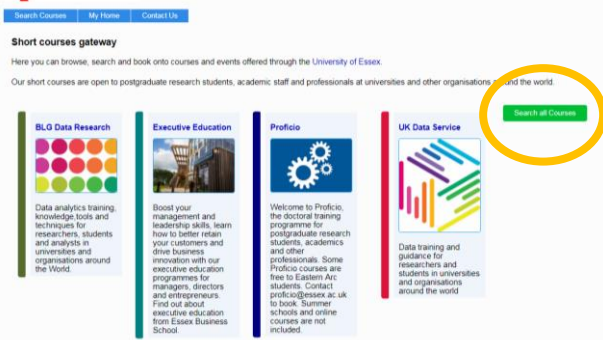
If you are paying for your course fee using University of Essex Proficio funds, you will need to use the University of Essex' Proficio platform. Please follow the below instructions to process your payment.

You may need to create a Proficio account at some point throughout this process.

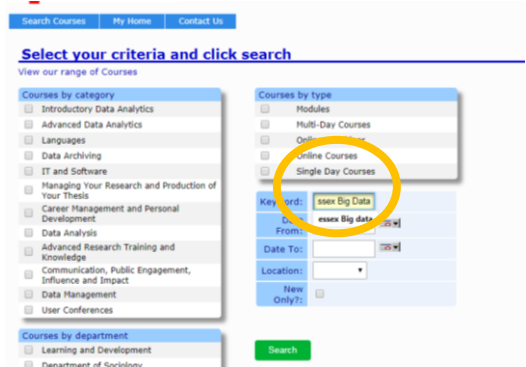
To pay for the course, you can access the Proficio platform here:

<https://shortcourseshome.essex.ac.uk/Portal/Home2>

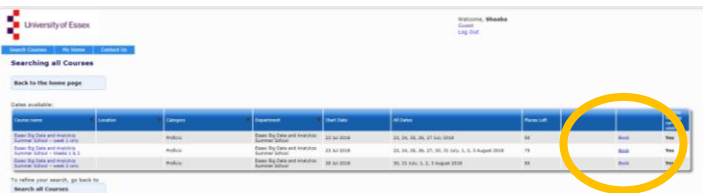
1. Click 'search all courses'



2. In the Keyword box, type in 'Analytics Data'



3. Select whether you want to book for Week 1 only, Week 2 only, or book weeks, and click 'book' next to your selection



4. Select your fee band type based on your students/alumni/staff/commercial status.



	2019 Fees	Early Registration	before 10.06.19	Standard Registration	before 08.07.19	Late Registration	before 19.07.19
		One week	Two weeks	One week	Two weeks	One week	Two weeks
Uni of Essex students, or students from partner institutions	£450	£850	£500	£900	£550	£950	
Uni of Essex staff or alumni	£500	£900	£550	£950	£600	£1000	
Non-Uni of Essex students	£500	£900	£550	£950	£600	£1000	
Non-Uni of Essex academics	£550	£950	£600	£1000	£650	£1050	
All other delegates, including commercial	£600	£1000	£650	£1100	£700	£1200	

Please note: during registration you will be asked to provide evidence of the fee band you select. For example, if you select 'University of Essex student or partner student', you will need to present a student card from the University of Essex or a partner institution in order to register.

Step 1 Guidance: Payment via the Proficio Platform (2/2)

5. Note that before you proceed to the next screen a pop up will appear to remind you that you will need to present a student card (or similar evidence) upon registration.

Once you have clicked next, fill out the form with your details, but leave the 'Purchase order' and 'Voucher code' blank (unless you have been told otherwise by IADS). Then click 'Pay now' and complete your payment with your Proficio funds.

The screenshot shows the University of Essex Proficio payment interface. At the top left is the University of Essex logo and navigation links: Search Courses, My Home, Contact Us. At the top right, it says 'Welcome, Shaaba' and 'Guest You have 1 Item in your basket.' with a 'Log Out' link. The main section is titled 'Payment:' and has three options: 'Pay using Credit/Debit Card' (with a note about redirection to NetBank), 'Pay via Funding Balance' (with a note that funding is not allowed), and 'Request an Invoice' (with a note to contact proficio@essex.ac.uk). Below these is the 'Your Course Details' section, which contains a table with the following data:

Name	Item	Dates	Reference	Quantity	Unit Price	Total Price (Exc. Tax)	Tax	Total Price (Inc. Tax)
Shaaba Lotun	Essex Big Data and Analytics Summer School - week 1 only	23 July 2018	TS1215892	1	£500.00	£500.00	£0.00	£500.00

Below the table is a 'Voucher Code' input field. To the right, a summary table shows: Total (Exc. Tax) : £500.00, Tax : £0.00, Total (Inc. Tax) : £500.00. At the bottom, there are links for 'Privacy Statement' and 'Terms and Conditions', and a footer for 'Delegate Planner - Course Booking and Training Management Software © 1999 - 2018 Dante Systems Ltd'.

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